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Fire Prevention Bureau
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FD Specification #02

IFC 2012, Ch. 5

Rev. 7/20/2016

Posting Premise Identification

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PURPOSE

This fire department specification provides the minimum requirements for the posting of premise identification. This will assist the fire department with the identification of a premise during emergency response.

SCOPE

All new and existing buildings must have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property as outlined in this specification.

REFERENCE

2012 International Fire Code, Ch. 5 § 505 *Premise Identification*

http://premiumaccess.iccsafe.org/document/code/332/5438869?code_id=5438869

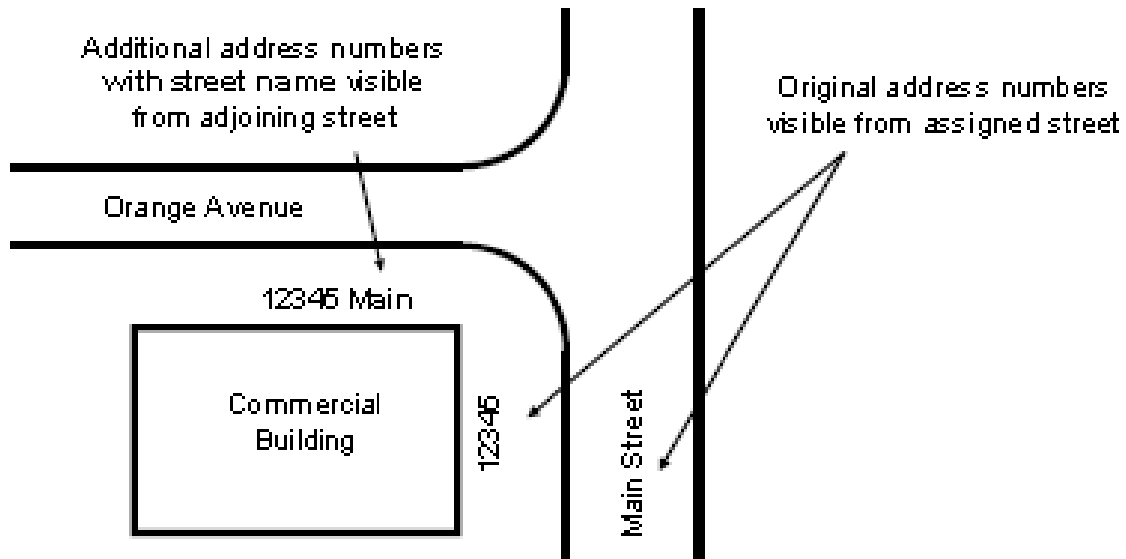
REQUIREMENTS

- 1. Obtaining and Posting a Legal Address** – A specific address assigned by the LHC Community Investment Department Planning Division must be provided on each building. The numbers/letters must be displayed in a location plainly visible and legible from the street, or access drive, fronting said property. Address numbers must contrast in color with their background. Official address assignments are made by the City. For more information, call (928) 453-4148.
- 2. Location of Address Numbers** – Address numbers must be placed on all new and existing buildings (including dwellings) or other approved locations, in such a position as to be plainly visible and legible from the street, road, fire lane, or other right-of-way or easement fronting the structure. In strip centers, where multiple suites exist, each suite must display its numerical address and business name on, or adjacent to, the back door.
- 3. Size and Appearance of Numbers** – Building address numbers and/or letters must be placed on the side of the building facing the addressed street. The numbers/letters must be a *minimum* of four inches (4") in height and not less than a one-half inch (1/2") stroke ***unless otherwise specified below***. The address must be plainly visible and legible from the street at a distance of at least **100 feet** from the structure. Illumination at or near the address numbers may be necessary to ensure visibility at night.

The address numbers must be represented in block numbers that contrast in color with their background.

4. **Addressing Remote Buildings** – Where buildings are not visible from the street, or more than one building address is on a site, or the building is located more than **100 feet** from the street, (i.e., buildings on a long driveway or private roadway; or an apartment complex with multiple addresses), the address numbers must also be posted in a permanent manner at the intersection of the private driveway or easement and the public street. If more than one building is located in this remote area, the addressing must indicate the address range of the buildings accessible from that private driveway or easement. The approved address numbers and/or letters *must be* at least four inches (4") high and no less than a one-half inch (1/2") stroke.
5. **Addressing Rear Doors** – The rear entrances or access doors of all malls, strip centers, commercial center buildings, and other areas with multi-tenant spaces must be identified with appropriate address numbers and the business name. All address numbers and/or letters must be at least three inches (3") high and no less than a one-half inch (1/2") stroke. The FCO may require the installation of address numbers/letters on other locations to prevent confusion in the event of an emergency.
6. **Addressing Individual Units**
Units within a Mall or Shopping Center – Any area occupied by tenants of a mall or shopping center must have the space identified by numbers that are a minimum of three inches (3") high and no less than a one-half inch (1/2") stroke. The numbers shall be plainly visible and legible from a distance of at least fifty (50') feet from the main entrance. Also see #5 above.
Hotel Rooms, Apartments – All exterior access doors of individual dwelling units located within apartment buildings and hotels must be identified by unit numbers/letters at least two inches (2") high and no less than a one-quarter inch (1/4") stroke.
Office Suites – Office suites located within commercial buildings must be identified with letters/numbers a minimum of two inches (2") in height and no less than a one-quarter inch (1/4") stroke.
7. **Address Numbering During Construction** - Address numbers are to be highly visible from the street on which the building is addressed. Additional address numbers may be required at the street entrances into the site. Temporary signs may be made of wood, plastic or metal. These address numbers may also be spray painted or stenciled on the exterior of the building walls or glass.
8. **Addressing Buildings on Sides Not Facing the Addressing Street:** Address numbers visible from a street other than the original addressing street must have the street name added to the address numbers. See EXAMPLE below:

EXAMPLE: 12345 Main Street

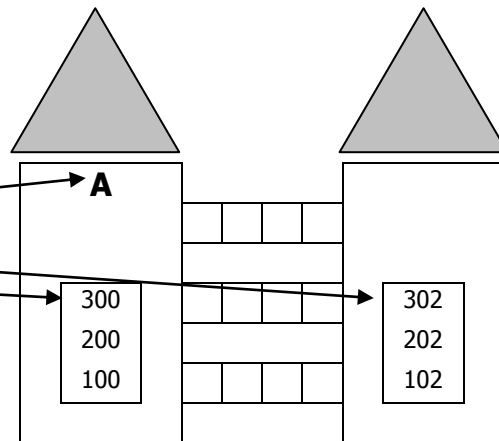


Other Examples:

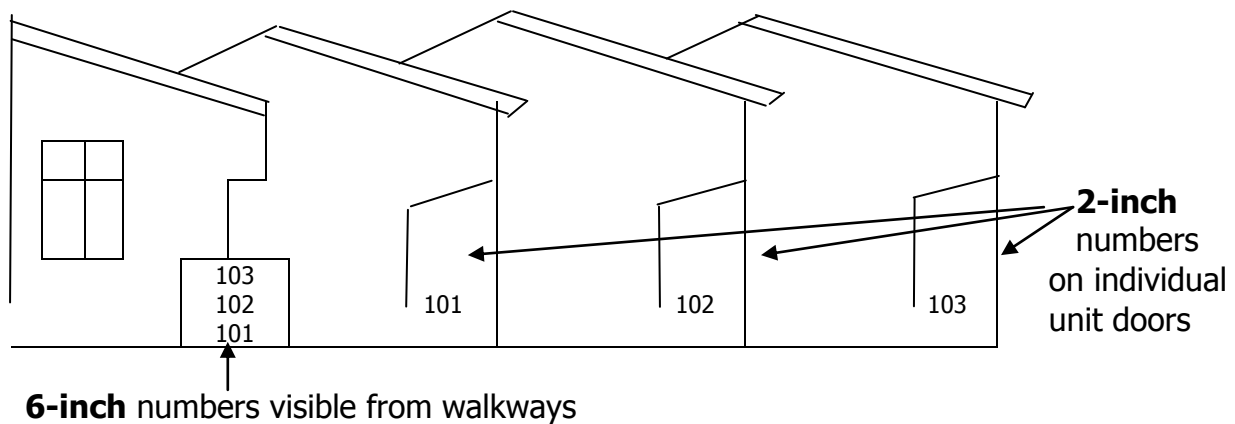
Office/Retail/Commercial

12 inch building letters

6 inch unit numbers



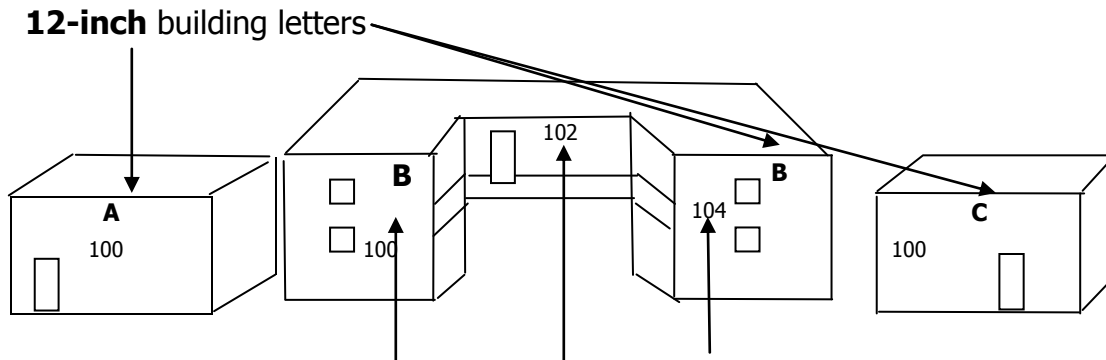
Multi-Family Dwellings



Industrial/Commercial/Office/Storage Buildings

(Example of buildings on the same street and address)

Example: 1920 Industrial Blvd. Building B, Ste. #102



6-inch suite numbers, for commercial buildings, shall start with 100 and alternate with even numbers.

It is recommended that the builder or owner meet with the Fire Prevention Bureau prior to posting numbers and having any stationary, forms, business cards, etc., printed.

STREET NAMES AND ROAD SIGNS:

1. Proposed street names must be submitted to the Community Investment Department for review by city staff, police and fire departments. Streets and roads must be identified with approved signs.
2. Temporary signs must be installed at each street intersection when construction of new roadways allows passage by vehicles.
3. Signs must be of an approved size, weather resistant and be maintained until replaced by permanent signs.

APPROVED:  DATE: July 20, 2016
Scott Hartman, Fire Code Official